



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA  
Office of the Clerk

Vacancy Announcement No: 06-04

Position: Clerk of Court

Location: Raleigh, North Carolina

Salary Range: JSP 15-17 (\$105,755 - \$142,445)\*

\* Depending upon experience and qualifications

Date of Posting: July 18, 2006

Closing Date: Open until filled

**Position Overview:** This position is located in the United States District Court for the Eastern District of North Carolina. The Clerk of Court is a high level manager who operates under the direction of the Chief Judge and the Court, which is comprised of three district judges, three senior judges, and four magistrate judges, who are located among five court sites: Raleigh, New Bern, Greenville, Wilmington, and Elizabeth City. The Clerk of Court manages the statutory duties of the position and oversees the administrative activities of the Clerk's Office which has a staff of 44 employees. Travel is required.

**Representative Duties:** The Clerk of Court performs duties and responsibilities which include, but are not limited to, the following:

- Consulting with and making recommendations to the judges about Court policies and procedures;
- Hiring and assigning personnel;
- Preparing and managing the annual budget at the discretion of the Court's Budget Committee;
- Overseeing the Court's property, procurement, and financial management programs;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Managing the jury operations of the Court and making recommendations to improve juror utilization;
- Developing the Court's currency with information technology/automation and courtroom technology;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Designing and managing training programs; and
- Working with various government agencies on matters necessary to court activities, including space and facilities, and emergency preparedness.

**Education/Qualifications:**

Bachelor's degree preferred but not required. A bachelor's degree from an accredited college or university may be substituted for a maximum of three (3) years of required general experience on the basis of one academic year of education equals 9 months of experience. A postgraduate degree may be substituted for one additional year of required general experience, and a law degree may be considered as qualifying for two additional years of required general experience.

A minimum of 10 years progressively responsible general administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three of the 10 years of general experience must have been in a position of substantial management responsibility. Knowledge of office automation including automated case management systems and a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's local rules is preferred. Experience in the federal judiciary is also preferred. The successful candidate should be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Strong interpersonal and communications skills are required.

**Benefits:** Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other federal government employees including:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days per year after three years; and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan (TSP), Federal Employee's Health Benefits, Group Life Insurance, Flexible Benefits Program, Long Term Care Insurance, Long Term Disability

**Conditions of Employment:** Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Candidates will be subject to credit and criminal history checks. Final candidate must undergo a full OPM background investigation and sign consent for IRS tax check and consumer report review. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States.

**Application Information:** Interested applicants must complete the official AO78 application form along with six (6) copies. The AO78 is available at <http://www.nced.uscourts.gov>. In addition, the application package must include a cover letter, a detailed resume including salary history, references, and a narrative statement addressing their management philosophy. Travel and relocation expenses will not be reimbursed.

**Application packages should be marked “Confidential” and mailed to:**

**U.S. District Court  
Attn: Human Resources Department  
310 New Bern Avenue, Room 434  
Raleigh, North Carolina 27601**

This agency provides reasonable accommodation to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice.

**The United States District Court is an Equal Opportunity Employer**